



TOWN OF BLUFFTON

RFQ NO: **2017-16**
ISSUED BY: **Gerry Diaz**
EMAIL: **gdiaz@townofbluffton.com**

SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:

CLOSING DATE: Tuesday, October, 18, 2016

CLOSING TIME: 2:00 p.m.

FAX / E-Mail not accepted

PROJECT TITLE & DESCRIPTION:

AS-NEEDED / ON-CALL PROFESSIONAL SURVEYING SERVICES

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this Request for Qualifications, for the services to be provided, and is in all respects true, accurate and without collusion or fraud.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

Request for Statements of Qualifications

RFQ# 2017-16

AS NEEDED / ON-CALL PROFESSIONAL SURVEYING SERVICES

1. PURPOSE

The Town of Bluffton is soliciting statements of qualifications from firms to provide As-Needed / On-Call Professional Surveying Services. It is the intent of the Town to execute multiple Master Service Agreements with firms to provide the services desired. Work authorizations will be assigned to firms based on varying factors, including but is not limited to: Scheduling, demand, workload, availability, etc. Work resulting from a Master Service agreement may be in whole or in part at the sole discretion of the Town. Master Service agreements will be for a period of one (1) year with the option to renew for three (3) additional one (1) year periods.

2. SCOPE OF WORK

The Town intends to award contracts to the most qualified firms to provide the anticipated services and necessary for engineering and design purposes. All work must be certified by a Professional Land Surveyor registered in South Carolina. Work may include, but is not limited to:

- Existing Conditions surveys
- Tree and Topographic surveys
- Boundary surveys
- Bathymetric surveys (freshwater pond / canal / salt waters)
- Utility surveys
- Soft-dig, sub-surface exploration and data collection
- Construction stakeouts
- Construction As-Builts
- Storm Water, Pathway, and Roadway inventory
- GPS surveying
- Setting benchmarks and control
- Preparing easement and right of way plats
- Right of Way or Easement staking
- Parcel / deed research
- Easement Exhibits
- AutoCAD work
- The selected firm shall deliver the survey data and all related documents to the Town in both hardcopy (signed, sealed, dated) and digital format. The digital format of all documents shall be prepared with software compatible with the Town (AutoCAD 2010 writeable files).

Insurance Requirements

Firms are required to submit proof of insurance to the Town including the types and dollar amounts of coverage. Requirements include:

Workers Compensation – The Selected Firm shall agree to maintain Worker’s Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – The Selected Firm shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles. In the event the Vendor does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the Firm to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Professional Liability – The Selected Firm shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Firms most recent annual report or audited financial statement.

Additional Insured Requirements – Except as to Workers’ Compensation and Employers’ Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its’ Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read “Town of Bluffton”, political subdivision of the State of South Carolina, its officers, employees and agents along with the Contract and Bid number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage. In the event that the statutory liability of the Town is amended during the term of this agreement to exceed the above limits, the Selected Firm shall be required, upon thirty (30) days written notice by the Town, to provide coverage at least equal to the amended statutory limit of liability of the Town.

3. SOLICITATION TERMS and CONDITIONS

Respondent's Responsibility:

While the Town has used considerable efforts to ensure an accurate representation of information in this RFQ, each prospective Respondent is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQ.

Before submitting a statement of qualifications, each Respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Respondent will rely. If the Respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Respondent for additional compensation or relief.

A Respondent, by submitting a statement of qualifications represents that the Respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the Respondent is familiar with the local conditions under which the awarded Respondent must perform.

It is incumbent upon each prospective Respondent to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

Questions and Inquiries:

Questions and inquiries must be received seven (7) calendar days prior to the submittal due date. Replies considered necessary or critical to the solicitation will be issued through an addendum within the Bid Opportunities section of the Town's website at www.townofbluffton.sc.gov. It is the Respondent's responsibility to check the website periodically to determine if an addendum has been issued. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by potential firms in submitting their qualifications statement. Receipt of all addenda shall be acknowledged by the firm signing and enclosing said addendum acknowledgement with their qualifications statement.

Questions and inquiries regarding this solicitation shall be submitted to:

Gerry Diaz
Town of Bluffton
gdiaz@townofbluffton.com

Restricted Discussions:

All prospective Respondents are hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFQ or their response at any time during the RFQ process. Any such contact shall be cause for rejection of your submittal

Submittal of Qualifications Statements:

Sealed qualifications statements shall be received by or prior to:

2:00 pm on Tuesday, October, 18, 2016

Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

RFQ # 2017-16

As-Needed / On-Call Professional Surveying Services

Town of Bluffton

Attn: Gerry Diaz

Packages containing submittals shall be sent to:

Town of Bluffton

20 Bridge Street

Bluffton, South Carolina 29910

Opening of Qualifications Statements:

The receipt and opening of packages containing qualifications statements shall be public, at the address, on the date and time specified above. The closing date and time shall be scrupulously observed. All qualifications packages that have been timely accepted by the Town will be formally opened and accepted for consideration. The names of the firms submitting qualifications packages will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

Late Submittals:

Under no circumstances shall qualifications statements be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place of the said opening. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.

Acceptance / Rejection:

The Town reserves the right to accept or reject any or all submittals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a submittal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the qualifications statements compared to the specific requirements and qualifications contained in this document.

4. SUBMITTALS and FORMAT

By submitting a statement of qualifications, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work.

The Town reserves the right to award a contract pursuant to this RFQ without further discussion with respondents. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your qualifications statement as non-responsive.

The submittal package shall consist of five (5), one (1) signed original and four (4) complete copies of the Respondents statements of qualifications. The submittal package along with the appropriate number of copies shall be sealed and delivered no later than date and time listed above.

The contents of the Statement of Qualifications shall include the following:

A. Signatory Sheet

Completed, signed and certified qualifications statement (see first page of this solicitation).

B. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Briefly state your firms understanding of the work to be done and provide a positive commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for your firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their statement as submitted.

C. Firm's Profile

- State whether your organization is national, regional or local
- State the location of the office from which your work is to be performed.
- Describe the firm, including the size, the number of clerical staff and range of services offered in house.
- Qualifications of project members, operating personnel and management who would be assigned and have direct responsibility for fulfilling the terms of the contract, particularly with similar scope and complexity.
- Reputation and professional standing in the Surveying field, honors, memberships, etc.
- What ability does the firm have to sustain the potential loss of key personnel and still adequately meet the terms of the contract?

D. Firm's Experience

- Indicate firm's experiences with services of similar scope and complexity.
- Provide experience with unique approaches, creativity, site adaptation, and integration of the newest technologies. Examples may be provided.
- Identify any unique qualifications, tools, equipment, software, or methodologies to be employed under this contract.

- Provide experience in meeting timelines and construction schedules with clearly established and proven methods for maintaining the budget.
- Summary of technical capabilities related to the bulleted tasks and services above.

E. Firm's Performance (Past and Current)

- Indicate services performed for similar services in the past five (5) years. Projects shall include demonstrated, successful performances including, but not be limited to:
 - Quality, completeness, and timeliness;
 - Quality control;
 - Responsiveness to RFIs, Change Order Requests, etc.;
 - Knowledge and compliance with state and local codes;
 - Ability to work in a team environment to effectively motivate contractor to successfully meet project requirements for quality, schedule, and budget; and
 - Timeliness, completing project, closeout.
- Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with contact information.

5. EVALUATION, SELECTION and NEGOTIATION METHOD

State of South Carolina procurement code will be followed to secure awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all Respondents. In addition to the materials provided in the written responses to this RFQ, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the Respondent(s) submitting qualifications packages.

A. Evaluation Criteria:

Respondents will be evaluated on the basis of the following criteria:

- Firms Overall Profile
- Firms Qualified Personnel
- Firms Relevant Experience
- Firms Performance (Past and Current)

A points system will be given to each criteria listed through the identified weighting system:

EVALUATION CRITERIA	MAX POINTS
Firms Overall Profile	20
Firms Qualified Personnel	20
Firms Relevant Experience	35
Firms Performance (Past and Current)	25
TOTAL POSSIBLE POINTS	100

B. Evaluation Method

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

C. Selection Method:

In general, the Town of Bluffton wishes to avoid the expense (to the Town and to presenting firms) of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone.

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Respondents. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Respondent in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Town shall rank all complete submittals received and/or formal oral presentations/interviews in order of preference and will be based on determination of which respondent meets the highest qualifications and needs of the Town as it pertains to the requirements of the scope of work.

D. Negotiations:

The Town reserves the right to negotiate a final agreement with the top ranked respondents that meets the needs of the Town of Bluffton. The Town reserves the right to enter into negotiations with more than one respondent and enact multiple contracts if deemed in the best interest of the Town.

E. Award and Contract

Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton's purchase order and/or contract, containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted.